

## **FORSCOM Policy Memorandum 25-05-02**

**26 February 2007**

**Expires: 27 February 2009**

**AFCI-IC**

### **MEMORANDUM FOR Chiefs, Primary and Special Staff Agencies**

**SUBJECT: Permissible Use of Federal Government Communications Resources  
(Internet, E-mail and Communications Devices)**

#### **1. References:**

**a. Department of Defense 5500.7-R, Joint Ethic Regulation (JER), 30 August 1993.**

**b. Army Regulation 25-1, Army Knowledge Management and Information Technology Management, 30 June 2004.**

**2. Use of federal communication resources (including government-owned and leased telephones, facsimile machines, computers, electronic mail (e-mail), and other access to the Internet) "shall be for official use and authorized purposed only" per JER, paragraph 2-301. Authorized purposes may include personal use as permitted by "Agency Designees" within specified parameters.**

**3. I hereby establish the following policy for personal use of federal government communications resources by Headquarter, US Army Forces Command personnel. Supervisors may issue more restrictive guidance.**

**4. The following personal communications are permitted: Those communications that are most reasonably made from your normal work place, such as checking in with spouse or children; making medical, home and automobile repair, and similar appointments; or making a bank or other financial transactions.**

**5. In order to ensure that such uses do not adversely affect the performance of official duties, this permission is subject to the following:**

**a. Whenever possible, make communications before or after your work hours or during lunch or other authorized breaks.**

**AFCI-IG**

**SUBJECT: Permissible Use of Federal Government Communications Resources  
(Internet, E-mail and Communications Devices)**

b. If you make them during your normal work hours, keep the communications infrequent and short.

c. Because of the impact on the FORSCOM Command and Control System's Internet bandwidth, you may not use web-based music, television, or radio station sites for audio or visual entertainment.

d. You may not incur any long distance tolls or other usage fees chargeable to the government. You must use toll-free number or charge the communications/access or other fees to your personal credit card.

e. This permission does not extend to personal communications to solicit business, advertise or engage in other selling activities in support of private business enterprises, fund-raising activities (other than those permitted by JER, paragraph 3-210), accessing pornography, nor any other use that would reflect adversely on the Army or which is incompatible with public service.

f. You may not send group electronic mailings to offer items for sale or other personal purposes (e.g., selling an automobile or renting a private residence). You may not send group electronic mailings to announce events sponsored by a non-federal entity without the prior approval of your supervisor.

6. The Internet provides a tremendous resource for information interchange and other communication through vehicles such as mail list servers, databases, files, and web sites. Subject to the restrictions in subparagraphs 5c-f above, you have permission to use your computers to access and use these Internet resources for:

a. Professional development purposes, subject to the requirement that your primary duties and mission take precedence.

b. Any other personal reason, such as routine e-mail correspondence with your children away at college or reading a business magazine website, but only before and after work hours, or during your lunch period, or other authorized break during the work day.

## **AFCI-IC**

**SUBJECT: Permissible Use of Federal Government Communications Resources  
(Internet, E-mail and Communications Devices)**

7. In appropriate cases, your supervisor may also authorize you to use e-mail and other Internet access in support of your personal and private participation in non-federal and not-for-profit professional organizations that are subject to the limitations in paragraph 5 above (See JER paragraphs 3-211, 3-300b and 3-305).
8. You should be aware that any use of government communications resources is with the understanding that such use is generally not secure, not anonymous, and serves as consent to monitoring.
9. These policies are applicable to all military and civilian employees assigned or attached to this headquarters. They also apply to all contractors and contract employees. Violations of the policies established in this memorandum may result in criminal prosecution under Federal law, prosecution under the Uniform Code of Military Justice, adverse administrative action, or other actions provided for in contract.



**JOSEPH F. PETERSON**  
Lieutenant General, USA  
Deputy Commanding General/  
Chief of Staff